

| UNCLASSIFIED | | CONFIDENTIAL | | SECRET | |
|--|------------|--------------|-----------|--------|--|
| (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM) | | | | | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | | | |
| TO | | INITIALS | DATE | | |
| 1 | C/Plas | BM | 20 May 54 | | |
| 2 | [REDACTED] | [REDACTED] | 21 May | | |
| 3 | C/PLANS | BM | 24 May | | |
| 4 | [REDACTED] | | | | |
| 5 | | | | | |
| FROM | | INITIALS | DATE | | |
| 1 | DC/PRDS | [REDACTED] | 20 May | | |
| 2 | | | | | |
| 3 | | | | | |

☐ APPROVAL

☐ INFORMATION

☐ SIGNATURE

☐ ACTION

☐ DIRECT REPLY

☐ RETURN

☐ COMMENT

☐ PREPARATION OF REPLY

☐ DISPATCH

☐ CONCURRENCE

☐ RECOMMENDATION

☐ FILE

Remarks: *These you folks should have this back now.*

1-2 Estimated date is 1 July 54.

2-3 Ready to be printed or printed? (over)

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FORM NO. 30-4
1 NOV 53

Previous editions may be used.

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(40)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Chief, PRDS
THRU : Acting Chief, Plans Br.
FROM : [REDACTED]

DATE: 17 May 1954

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SUBJECT: Form 37-151, Personnel Evaluation Report

Stock Control/Logistics and Forms Management Section/MS, are somewhat anxious over our reluctance to have more PERs printed. They state that the warehouse supply as of this date is 2700 copies, calculated to be a one-month's stock level. This number plus those in various building supply rooms would probably permit the Agency to continue use of the form for 1 1/2 months.

In order to allay their fears, could you give me a general idea or approximation as to the date we will have the new form ready for the presses? If necessary, we can order more PERs in a quantity sufficient to last any given number of ~~2 1/2~~ months.

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[REDACTED]